



Supplemental Educational Services (SES)

SES Provider Orientation Narrated PowerPoint

Sponsored by the
California Department of Education
(CDE)



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Objective of Orientation

The objective of this orientation is to ensure that providers of SES are aware of key issues related to the effective implementation of SES.



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SES Orientation Agenda

- Components of SES
- Responsibilities of the CDE, Local Educational Agencies (LEAs), and SES Providers
- Required Data and Reporting
- Resources and Latest Developments in SES



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References

- Elementary and Secondary Education Act (ESEA), Section 1116(e), can be accessed on the U.S. Department of Education (ED) ESEA Legislation Web site at <http://www.ed.gov/policy/elsec/leg/esea02/index.html> (Outside Source).
- The *California Code of Regulations*, Title 5, (5 CCR) can be accessed on the CDE SES Web page at <http://www.cde.ca.gov/ta/ac/ti/supplemental.asp>.



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References (Cont.)

- The SES Non-Regulatory Guidance (2009) can be accessed on the ED Choices for Parents Web site at <http://www.ed.gov/nclb/choice/help/ses/guidance.html> (Outside Source).
- Frequently Asked Questions are located on the CDE Frequently Asked Questions Web page at <http://www.cde.ca.gov/fg/fo/r16/sesrfafaq.asp>.



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Components of SES

- What is SES?
- What is the federal definition of SES?
- How is SES funded?
- Which schools must provide SES?
- Who is eligible for SES?



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What is SES?

SES is:

- Additional academic instruction designed to increase student achievement (Non-Regulatory Guidance item A-1)
- Focused on English-language arts (ELA), mathematics, and/or science
- Provided beyond the regular school day at a location designated in the provider's application



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What is the Federal Definition of SES?

Instruction provided by a state-approved SES provider that is:

- High quality and research-based.
- Proven to be effective
- Designed to increase student academic performance
- Designed to help students attain proficiency on state content standards

Section 1116(e)(12)(C); 34 §Code of Federal Regulations (§C.F.R.) 200.45(a)



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How is SES Funded?

- The ED sends Title I, Part A funds to the CDE, which are distributed to LEAs.
- LEAs with schools in Program Improvement (PI) are obligated to set aside an amount equal to 20 percent of their Title I, Part A, allocation for SES and public school choice (Choice) for Title I schools in PI year 2 and later.
- The LEA must use the 20 percent of its reservation as follows:
 - minimum 5 percent for public school choice Choice-transportation;
 - minimum 5 percent for SES, and;
 - the remaining 10 percent on a combination of Choice-transportation and SES.



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Which Schools Must Provide SES?

Public schools receiving Title I, Part A funds in PI Years 2–5.

Note: A school receiving Title I, Part A funds becomes a PI school after failing to make adequate yearly progress (AYP) for two consecutive years.



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Who is Eligible for SES?

- Low-income and low-achieving students enrolled in schools in PI Years 2–5. This includes English learners (ELs) and students with disabilities (SWDs).
- If the demand exceeds the funds available, the LEA must give priority to the eligible students with the greatest academic needs.



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Responsibilities

- CDE
- LEAs
- SES Providers



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Responsibilities of the CDE

- Establish criteria for selection of SES providers
- Develop and manage the request for application (RFA) process
- Recommend to the State Board of Education (SBE) approval and termination of SES providers
- Monitor implementation of SES by LEAs and SES providers
- Conduct reviews of LEAs and evaluate SES providers



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Responsibilities of an LEA

- Ensure parent access to SES information. An LEA must prominently display the following on its Web site in a timely manner:
 - The number of students eligible for, and that participated in, SES beginning with data from 2007–08 and for each subsequent school year.
 - A list of SES providers approved by the state educational agency (SEA) to serve an LEA for the current school year and the locations where services are provided.
- Ensure that an Individual Student Learning Plan (ISLP) agreement is completed for each student participating in SES. Each agreement must include the information required under statute.



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Responsibilities of an LEA: Sample Timeline

Prior school year	<ul style="list-style-type: none">• Identify eligible students and notify parents• Contract with state-approved providers• Seek parent selection by providing information about approved SES providers (option: provider “fair”)• Establish template for ISLP
September — October	<ul style="list-style-type: none">• Identify and assign students to SES provider selected by parent
October — December	<ul style="list-style-type: none">• Develop/review/approve ISLPs completed by SES providers with parent input; ensure timely start up of services by mid-November
January — June	<ul style="list-style-type: none">• Monitor SES providers and documentation requirements of contract; pay SES provider for SES according to contract



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Responsibilities of the SES Provider

- Provide instruction that enables a student to attain his or her specific achievement goals.
- Measure each student's progress, and regularly inform the student's parents and teachers of that progress.
- Adhere to the timetable developed by an LEA in consultation with the student's parents and the provider for improving each student's achievement.
- Provide SES that are secular, neutral, and non-ideological.



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Responsibilities of the SES Provider (Cont.)

- Ensure that the identity of any student eligible for, or receiving SES, is not disclosed without the written permission of the student's parents
- Provide SES consistent with applicable health, safety, and civil rights laws
- If applicable, ensure that the achievement goals, measurement and reporting of progress, and timetable are consistent with the student's Individualized Education Program (IEP) or Section 504 Plan

Section 1116(e)(3)(E); 34 C.F.R. §200.46(b)(2)(3)



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Responsibilities of the SES Provider: Sample Timeline

Prior year	<ul style="list-style-type: none">• Submit new application (or renewal) to CDE• Contact LEA; complete LEA's contract; train staff
September— October	<ul style="list-style-type: none">• Contact assigned students' parents; collaborate with LEA and parents to develop each ISLP; complete state Accountability Report for prior year's service by October 1
November— December	<ul style="list-style-type: none">• Provide timely tutoring services; monitor staff and services; provide progress reports to parents and LEA
January— June	<ul style="list-style-type: none">• Continue above as assigned; monitor tutoring for effectiveness; provide required documentation to LEA



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Required Data and Reporting

- ISLPs
- Student Progress Reports from SES Provider
- Accurate Records
- Annual SES Accountability Report
- Assurances



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ISLPs

Approved providers must:

- Be involved in the development of an ISLP in collaboration with an LEA and the parent
- Complete ISLP before instruction begins
- Meet LEA contract language for ISLPs



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ISLPs (Cont.)

ISLPs must include:

- Data from standardized assessments
- Measurable goals based on the included data
- Procedures and time frames for measuring progress
- A schedule of progress reports divided to parents and LEAs tied to the specific goals of the ISLP



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Accurate Records

SES Providers must maintain accurate records such as:

- SES application submitted to the CDE, including assurances
- Contract agreement with LEA
- ISLPs
- Student attendance records



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Accurate Records (Cont.)

- SES provider records of training and supervision of tutors
- Payroll records of personnel including background checks
- Student pre- and post-assessment results and other indicators
- Annual SES Accountability Report



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SES Accountability Report

Approved SES providers must disclose the following:

- Names and number of schools served.
- Number of students served by grade levels and locations where services were provided.
- Beginning and ending dates of services.
- Subjects tutored and instructional delivery methods used.
- Pre- and post-test scores on state, district, or other valid and reliable assessments (ELA, mathematics, and/or science).
- Fiscal expenditure information.



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SES Accountability Report (Cont.)

- Written documentation of changes to information supplied on the SES provider's original application that occurred during the year of reporting.
- Records to support the annual end-of-fiscal-year report must be retained for three years after submission of the report.
- SES Providers must submit SES Accountability Report online to CDE annually. Failure to do so may result in the termination of the provider from the state-approved SES provider list by the SBE.



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Assurances

Legal agreements based on federal law and state regulations:

- Signed by SES provider Chief Executive Officer (CEO) /owner in state SES application
- SES specific assurances include issues related to program content, monitoring, communication, facilities, and confidentiality
- Federal and state assurances align to requirements of a drug-free workplace, lobbying, debarment and suspension, and other general provisions



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Resources and Latest Developments

- Changing an Approved Application
- Uniform Complaint Procedures (UCP)
- New SES Developments



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Changes to the Approved Application and Application Profile

CDE Policy on SES Provider Change Requests:

- What changes require a new application?
- How can changes be made to an approved application?
- What application changes are allowed?



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What Changes Require a New Application?

A SBE-approved SES provider **MUST submit a new application in the next RFA period if there is:**

- A change in program design
- An addition of a franchisee
- A change in, or transfer of, business ownership



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How Can Changes Be Made to an Approved Application Profile?

- Submit a change request to the CDE by e-mail at ses@cde.ca.gov.
- Provide an explanation from the CEO/owner of the SES provider.
- Upon review, the change is made to the official SES Web page and database.
- The SES provider is notified.



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What Profile Application Changes ARE Allowed?

SES provider may change profile information including:

- SES contact to the CDE
- Business address
- Telephone, FAX, e-mail
- Business name (with supporting documentation)
- Service areas may be changed by request



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Uniform Complaint Procedures (UCP)

- A complaint is a written statement alleging discrimination, harassment, or a violation of a federal or state law or regulation.
- LEAs, parents, and SES providers may use UCP procedures to file a complaint regarding SES located on the CDE UCP Web page at <http://www.cde.ca.gov/re/cp/uc>.



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SES Reminders

- The RFA mailing list is located on the CDE Join the Funding Mailing List Web page at <http://www.cde.ca.gov/fg/fo/af/joinlist.asp>.
- The Accountability Report for 2010–11 is due October 1, 2011, by 5 p.m., Pacific Standard Time (PST).



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Sample RFA Timeline

One month prior to Submission of RFA	Information Session Online
Submission of RFA	All materials are due to the CDE by 5 p.m., PST
Submission + 2 weeks	RFA Readers Conference
Submission + 4 weeks	Post recommended applicants
Submission + 8 weeks	Letter of Appeal due to the CDE
Submission + 14 weeks	Final list posted of SES providers approved by the SBE